

CHARNEY HALL & FIELD TRUST (CHAFT)

Special meeting of the Management Committee in the Village Hall

Tuesday 28th May, 2019 at 2.00pm.

BACKGROUND INFORMATION.

Peter has indicated he does not wish to offer himself for election as Secretary,
Lucy has questioned whether she should offer herself for election as Chair
Three Trustees have indicated they may not offer themselves for election to the Management Committee after serving one more year

PURPOSE OF THE MEETING.

(1) To offer advice to the Management Committee elected at the AGM on 5th June, 2019 (agenda items 1-3 below).

(2) To propose a positional statement for communication to those attending the open meeting on the 5th June (agenda item 4 below)

AGENDA

1. To consider the principle that each appointed Trustee should act as a lead officer for an allocated area of responsibility based on the illustrative example at Appendix 1.

2. To propose a timetable for undertaking a review of the governing document to ensure the Charity remains fit for purpose taking account of Minute 7 of the meeting held on Saturday 17th March, 2018 which refers to

- complexities caused by conjunction of two Schemes into one,
- naming of six organisations entitled to appoint Representative Trustees, of which four no longer exist,
- limitation of elected trustees to three,
- lack of clarity on the role of the Secretary.
- lack of clarity on whether co-opted Trustees are allowed in addition to the ten trustees or only up to that number

3. To consider what interim contingency arrangements might be put in place if appointments are not made to the posts of Chair and Secretary for the year 2019/2020.

4. To consider the preparation of an appropriate statement to be communicated to those attending the open meeting on 5th June, based on the outcome of agenda items 1 to 3 above with emphasis on the

- need for help and assistance from the wider community
- importance of succession planning.

END

Appendix 1 (illustrative only)

Administration

Secretarial duties

Agenda & Minute Secretary

MOU

Website

Quality Manager/Quality Assurance

Charity Commission/Community First

Playing Field

Safety and safety policies

Maintenance

Woodland Area

Development planning.

Village Hall

Booking Sec

Safety and safety policies

Maintenance/Cleaning..

Hall development plans

Finance

Accounts

100 club

Audit

Grant applications

Charity Commission & HM Revenue & Customs.

Social Events and Fundraising

Events organisation

Fete.

END DS.22/05/19